



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 19, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 4, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

TM V

Safety Services Section Chief
Bureau of Safety Engineering
Highways
Springfield

Attachments
40780

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 4, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$5,900 - \$10,005
Position Title:	Safety Services Section Chief	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW415-23-50-821-00-01	IPR#:	40780

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Safety Engineering – 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the overall direction and coordination of the Safety Services Section to ensure federal and state fiscal compliance and accuracy as well as oversight of administrative and personnel activities, legislative reviews, computer and technical software applications, and training activities.

Special Qualifications:

The following criteria is required:

- Valid driver's license.
- Statewide travel which may require overnight stays.

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business administration, accounting, and/or public finance/administration
- Seven years of experience in public or business administration, finance or accounting activities, or equivalent combination of experience and training
- Working knowledge of financial and accounting systems, data and database systems, analysis tools, and Geographic Information Systems (GIS)
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills
- Ability to plan, organize, and execute administrative technical program requirements and special events

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 30, 2015	POSITION:	Safety Services Section Chief
APPROVED BY:	Priscilla Tobias	OFFICE/DIVISION:	Highways/Bureau of Safety Engineering
CODE:	PW415-23-50-821-00-01	REPORTS TO:	State Safety Engineer

Position Purpose

This position is accountable the overall direction and coordination of the Safety Service Section for the Bureau of Safety Engineering to ensure federal and state fiscal compliance and accuracy, administrative and personnel activities, legislative reviews, computer and technical software applications, and training activities function within the framework of the Department.

Dimensions

Personnel:	2 Direct, 5 Indirect
Operating Budget:	\$1-3 Million Annually
Consultant Contracts:	\$4 Million Annually
Safety Program	\$95 Million Annually

Nature and Scope

This position reports to the State Safety Engineer as does the Safety Implementation Engineer. Reporting directly to this position are the Safety Programs Analyst Unit Chief and the Technology Support Unit Chief.

This position is responsible for directing the implementation, coordination, monitoring, and follow up of administrative duties for the Bureau which include personnel administration; business and financial services; coordination of legislative reviews; event planning; employees' safety code; equipment and inventory program; purchasing; assigned vehicle maintenance, space utilization; document management and record retention, and maintenance of safety training in the Learning Management System (LMS).

This position is responsible for ensuring federal and state funds for the operating budget and various safety programs such as the Safe Routes to School (SRTS), Highway Safety Improvement Program (HSIP), Statewide Work Zone Safety Hireback, Photo Speed Enforcement, and ISP Enhanced Crash Reconstruction within the Bureau are properly obligated and expended; are reviewed monthly for activity and to ensure funding balances are in compliance with state and federal regulations, and warranted action taken; and are deobligated upon completion of projects. This includes managing funding allocations and expenses through the use of Fiscal Operations and Administration (FOA) and Fiscal Management Information System (FMIS), verifying expense, and processing invoices to the appropriate state and federal obligation numbers. The incumbent will coordinate with the Bureau of Business Services (BOBS) and outside governmental agencies to develop and administer Interagency and intergovernmental agreements including managing funds and processing invoices. This position is also responsible for coordinating the state and federal legislative reviews for the Bureau which will include monitoring, tracking and reviewing proposed state and federal legislation and proposed federal rulemaking related to safety. As part of these responsibilities, the incumbent will identify potential analysis needs and funding and staffing impacts. S/He will coordinate with the Bureau Chief and other section chiefs and unit chiefs in the Bureau's legislative reviews to provide a consolidated response and will assist in the development of educational material related to safety for use with legislative efforts.

This position operates within an environment of ensuring that the automated database systems, safety data analysis tools and software, Geographic Information System (GIS), Safety Datamart, Safety Portal, statewide asset management database, and SharePoint sites affecting workflow and decision-making, cost-effectiveness and program development, and management are operated, maintained and expanded based on Bureau needs and responsibilities to successfully implement a statewide safety engineering program. This position coordinates all requests for information processing systems, hardware, and software; and has technical and managerial expertise to initiate development, identify enhancement needs and rectify maintenance problems for new and existing computer systems, computer applications and information systems in all areas of the Bureau. This position participates in the development of the Bureau's data processing and analysis goals and objectives, including Internet development and website contents in coordination with the Bureau of Information Processing (BIP).

This position is primarily responsible for the supervision, training, and development of staff. In addition, this position is responsible for administration of unusual projects and resolution of complex problems within the boundaries of the job duties. S/he accomplishes its responsibilities with the assistance of:

Safety Programs Analyst Unit Chief who is responsible for managing the financial aspects of the operating budget and various safety programs such as the Safe Routes to School (SRTS), Highway Safety Improvement Program (HSIP) including the Highway Railroad Grade Crossing HSIP, Statewide Work Zone Safety Hireback, Photo Speed Enforcement, and ISP Enhanced Crash Reconstruction within the Bureau. This includes establishing state job numbers, submitting paperwork for the federal authorization of federally funded projects, obligating and deobligating state and federal funds, reconciling expenditures on a monthly basis to determine funding balances, resolving any discrepancies, reviewing all projects funded under these safety program to determine status of funding activity including any inactive aged projects, and developing and submitting reports on a regular basis.

Technology Support Unit Chief who is accountable for supervising the Bureau's complex technical support to existing and initiate new highway safety programs, including those required by federal regulations and rules; development, enhancements, and maintenance for data processing activities include dealing with various applications, program interfaces, assorted engineering safety analysis software such as AASHTO's Safety Analyst, hardware configurations, SharePoint sites, Safety Datamart, Safety Portal, statewide asset management databases, and GIS. This will include coordinating and making safety analysis results, tools, and maps available to the districts and other users as appropriate through various means.

This position is restricted by IDOT and FHWA financial procedures. This position is given some latitude in the management of the Bureau's administrative, systems, and services activities. Matters concerning implementation of new initiatives and policies and problem interpretations are referred to the Bureau Chief with recommendations for resolution and implementation. Controls on the position's freedom to act are primarily the Department's policies and procedures. This position has the authority to make recommendations to initiate hiring, disciplinary actions, promoting and adjusting salaries of its subordinate staff. Periodic travel to perform some of the duties is required.

This position is in continuous contact with all Safety Sections. This position is in frequent contact with districts, Central Highways' Bureaus, the Office of Planning and Programming, the Office of Finance and Administration, the Division of Traffic Safety, and the Office of Legislative Affairs. This position has outside contact with the Department of Central Management Services, State Records Commission, FHWA, state and local agencies, business and supply representatives industry associations, and consultants. The effectiveness of this position is measured by the quality, accuracy and timeliness of its ability to provide timely and proper management of services and computer resources for efficient operations of the Bureau.

Principal Accountabilities

1. Directs the administrative duties for the Bureau which include personnel administration, business and financial services;
2. Directs the activities of the Safety Services Section to promote effective administrative and technical support for the Bureau.
3. Ensures federal and state funds for the operating budget and various safety programs are properly obligated and expended.
4. Ensures that funding balances are in compliance with state and federal regulations.
5. Manages funding allocations and expenses through the use of FOA and FMIS.
6. Ensures interagency and intergovernmental agreements are administered properly.
7. Ensures state and federal legislative reviews for the bureau are completed and submitted.
8. Ensures automated database systems, safety data analysis tools and software, Geographic Information Systems (GIS), Safety Datamart, Safety Portal, statewide asset management databases, and SharePoint sites are operated, maintained and expanded to successfully implement a statewide safety engineering program.
9. Serves as liaison with the Bureau of Information Processing, Central Management Services, and Bureau of Business Services staff.
10. Directs the activities of the Bureau related to our Internet presence.
11. Maintenance of a functional filing and records keeping system.
12. Trains, motivates, and evaluates staff.
13. Travels on as needed to perform the duties of this position.
14. Performs other duties as assigned.
15. Perform duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.